



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

21/March/2025

DIVISION MEMORANDUM

No. 39 s. 2025

NATIONAL ARCHIVES OF THE PHILIPPINES (NAP) RECORDS INVENTORY
AND APPRAISAL

To: SDO Personnel
All other Concerned

1. In line with Regional Memorandum No. 201 S. 2025. Titled “ *Training of Trainers(TOT) on the Utilization of Document Tracking System and Electronic Records Management cum Benchmarking*”, one of the key components of this TOT is the Records Inventory and Appraisal.
2. In this connection, the Records Unit requests your cooperation in filling up the template available at https://docs.google.com/spreadsheets/d/1-m4k8q-TeDK_LY9AT7X0TG9VD_V_70q/edit?gid=2102423565#gid=2102423565. Please identify the records applicable to your respective Division/Section/Unit specified under column 1(Records Series Title and Description) of the NAP Form 1 “Records Inventory and Appraisal Report” and fill out column 2(Perion Covered).
3. The template should be filled out on or before March 25, 2025.
4. Should there be any queries or if you require further clarifications, please contact Lovelyn L. Mukay, Records Officer II via email address at lovelyn.mukay@deped.gov.ph or by phone 09153246152.
5. For the information and guidance of all concerned.

BENEDICTA B. GAMATERO PhD, CESO V

Schools Division Superintendent

For the authority of the
Schools Division Superintendent


JAN NOWEL E. PEÑA
OIC. Assh. Schools Division Superintendent



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 DepEd Tayo Tabuk City